

(note - small copy jobs can be completed in as little as 1 hour. if you are sending time-sensitive copies from off campus it may be prudent to call us at 612-874-3786 to confirm your order. larger orders can take up to 24 hours though specific deadlines can be met within reason.)

Instructions:

1) Fill out this PDF form and provide ALL information

2) Attach the document(s) you want copied

We can only accept the following file formats for email orders: PDF, TIFF, PSD, Packaged AI, or Packaged INDD.

Please DO NOT submit native Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) files.

3) If you are asking for copies of a Copyrighted document also attach a completed Fair Use Attribution Form (you can fill it out electronically using Acrobat Pro or Preview).

MCAD SB Email Copy Form

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Department Name:

Course:

Needed By (date and time)

Email when completed?

Quantity of Copies Needed

One-sided

or

Two-Sided

Finishing

corner staple

two-point staple

3-hole punch

Paper Color (if other than white)

(pink, salmon, goldenrod, canary, green, turquoise, orchid, gray, fireball fuschia, cosmic orange, solar yellow, vulcan green, lunar blue)

Special Instructions: